Creating a Room

With

Horizon Wimba

The Tool

Horizon Wimba is a web-based collaboration software designed for online education and live interactive communications.

Using Horizon Wimba, learning professionals can fully embrace the new wave of teaching and learning opportunities afforded by the internet; regardless of geographic location, bandwidth or operating system. This classroom collaboration solution enables educators to conduct live, online classes, meetings, office hours and other collaborations. With simplicity and power, Horizon Wimba adds new dimensions to online, accessible education, enhancing the learning experience for both students and instructors.

Getting Access

To create a room in Horizon Wimba that you can use for either a class or to host a meeting, you must follow these steps:

1. View a demonstration of the system. Horizon Wimba offers demonstrations multiple times a week. Check out the schedule and sign up for one at http://www.horizonwimba.com/demos/live.php.
2. After viewing the demonstration, contact the NCTC Horizon Wimba System Administrator, Don Tollefson, at don_tollefson@fws.gov or 304.876.7487. A user ID and password will be created for you and then you will be able to create and administer your own courses/meetings. Don is available for technical assistance should you desire it.

Scheduling an Event

To schedule an event, you must first verify that the time you desire is available. A schedule is at http://distancelearning.fws.gov/webconf/events.htm. You should check here then send an email to the System Administrator at don_tollefson@fws.gov which includes the following information:

1. Your name
2. The name of your event
3. The date, start time, and approximate ending time of your event
4. The number of people you anticipate attending your event

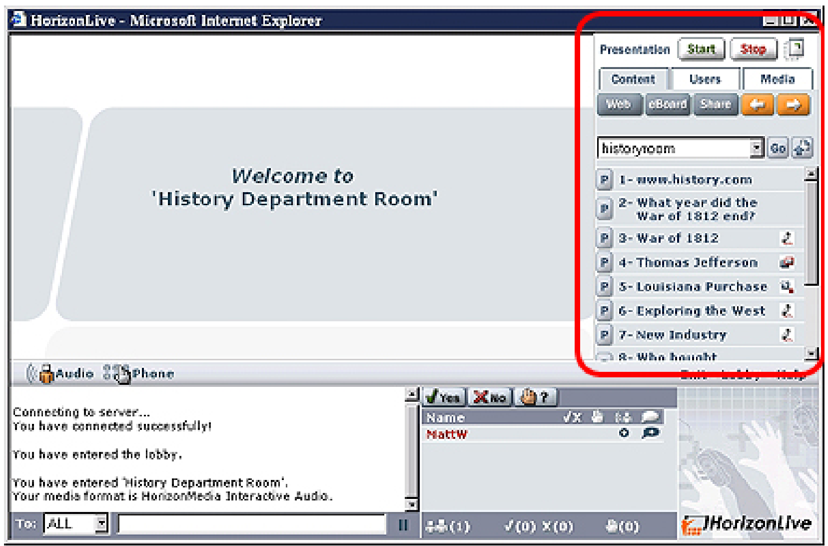
After receiving your scheduling request, it will be added to the calendar and you will receive a verification email.

OpenCampus Room Overview

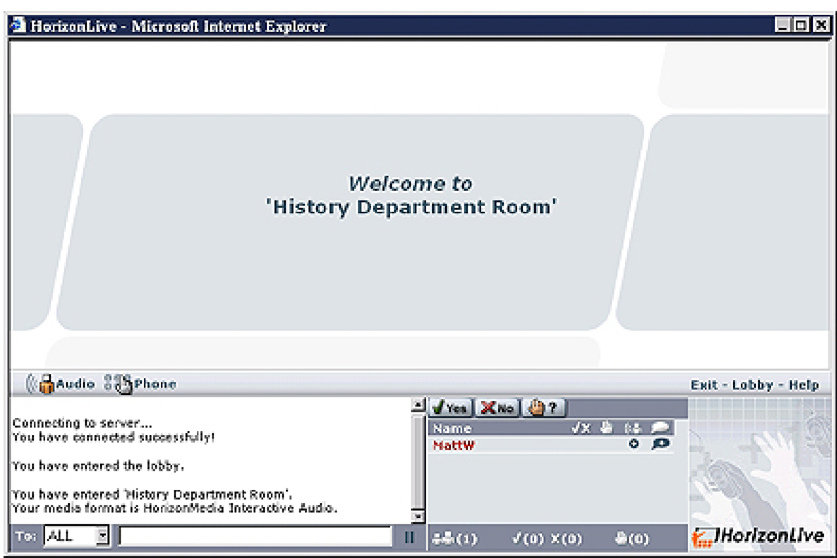
The Interface: Presenters and Participants View

Live presentations are conducted within a virtual “room”. The OpenCampus interface, which represents this room, consists of various frames that are used for different functions. These frames are the: Content Frame, Text Chat Frame, Participant Frame, and Branding Frame.

The participants will see the same frames as a presenter or Room Administrator, except for the addition of the Presenter’s Console. Here is the Presenter's view:



Here is how the room will look to the participants. Notice that the Presenter's Console is absent.

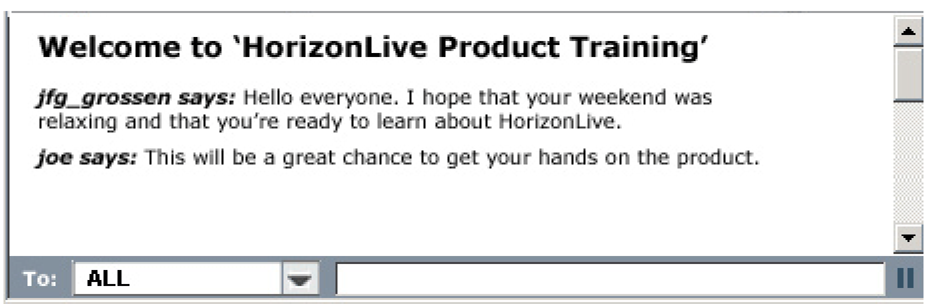


Content Frame

The **Content Frame** is the main focus of a presentation. Almost all of the content, such as images, charts, web pages and text, will appear in the **Content Frame**. During the presentation, the content will change automatically for you.

Text Chat Frame

The **Text Chat Frame** is the area where presenters and participants can communicate via text chat.



There are two methods of chat messaging:

Public Chat – messages that can be viewed by everyone logged into the room.
Private Chat – private messages designated for a particular person in the room.

Participant Frame

The **Participant Frame** lists all the presenters and participants currently in a presentation:

By default, presenters are listed at the top of the list. Participants are listed under the presenters' names, in alphabetical order. Next to the list of presenters and participants are additional columns:

- **Yes/No Indicator**: A green check mark (for **Yes**) or red X (for **No**) appears next to a user's name when he/she clicks the **Yes** or **No** button above the participant list. These buttons are used for instant polling.

- **? Indicator**: A number appears next to a user's name when he/she clicks the **Hand Raising** button above the participant list. The number indicates in which order participants raised their hands.

- **Speaking Privilege Indicator** (only appears in a Multi-Way Interactive Audio Presentation): The Speaking Privilege indicator lets the user know if he/she has the ability to speak during a presentation. If speaking privileges are enabled, the user will see a + sign. If speaking privileges are disabled, the user will see a – sign.

Room Management

This section describes how to create and manage rooms. Please note that all room management occurs through use of the **Administration Tools**.

Accessing the Administration Tools

Open up the Administration Tools site at http://fws.horizonwimba.com/admin.

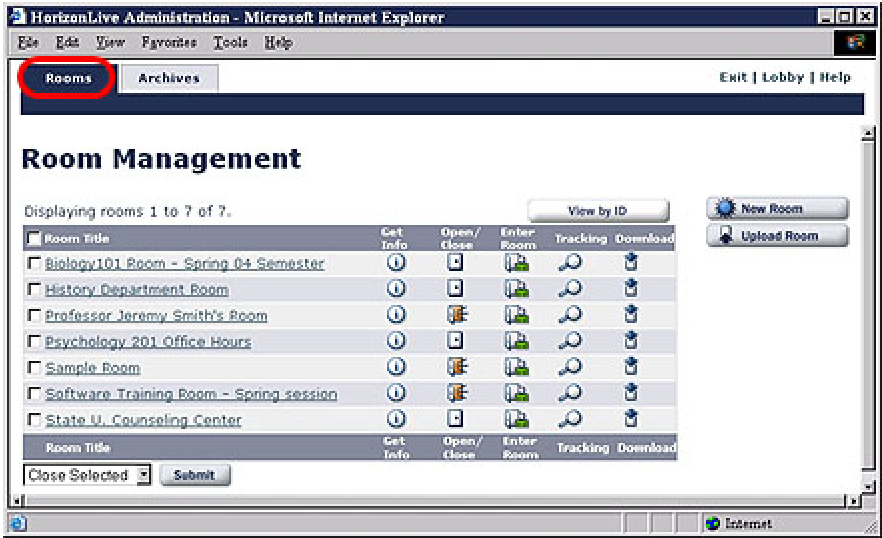
Enter your assigned Name and Password, and click **Enter** or press the **Enter** key on your keyboard.

Overview of the Administration Tools

Once you log in to the OpenCampus Administration Tools, you will see two tabs at the top of the page: **Rooms** and **Archives**. All tasks related to creating and modifying rooms are performed on the **Rooms** tab. All tasks related to managing archives are performed on the **Archives** tab.

The Rooms Tab

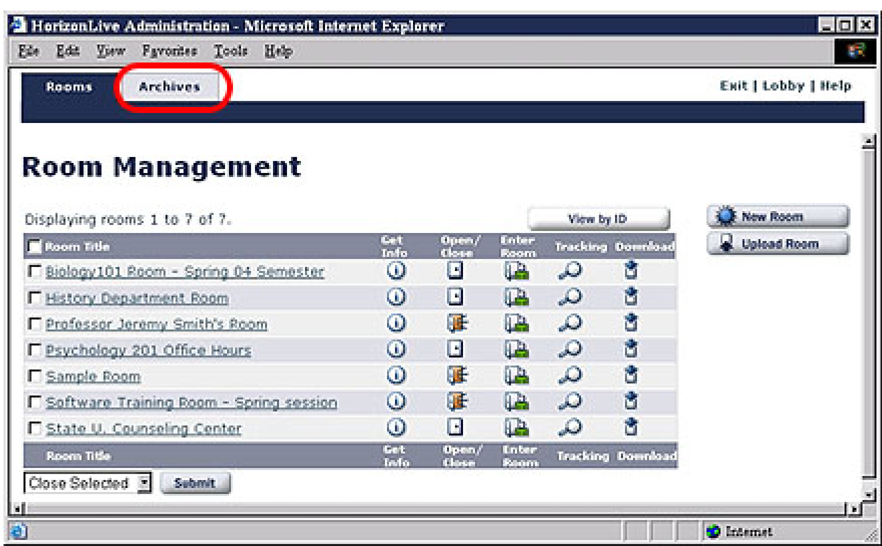
The **Rooms** tab is selected by default when you log in to the **Administration Tools**. All the rooms that you have administrative access to are listed on this page as hyperlinks. Click the appropriate link to modify or set up a room. Rooms are listed alphabetically by Title. You can also sort the list by Room ID instead of Room Title by clicking the **View By ID** button. As you add additional rooms, they will appear within the **Rooms** tab.



The Archives Tab

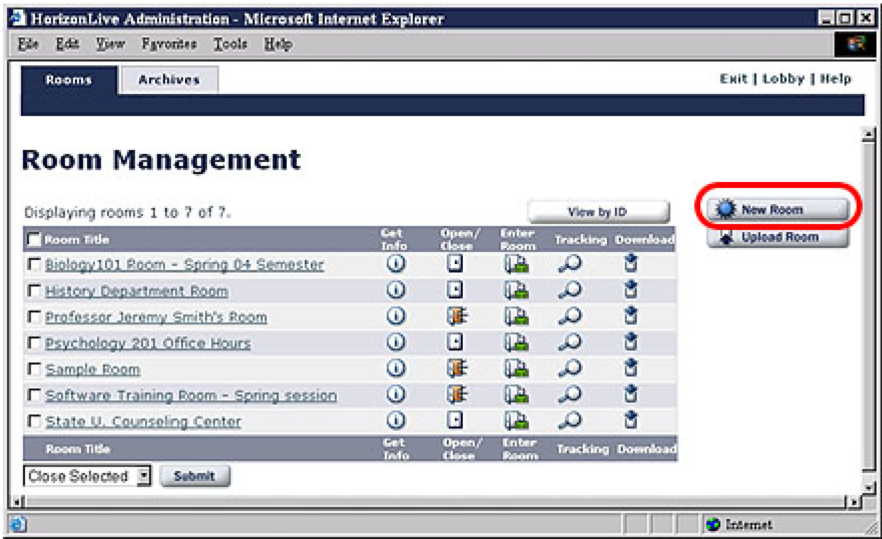
You can click the **Archives** tab to view a list of all archived presentations for which you have administrative access. Like rooms, archived presentations are listed alphabetically by title and can be sorted by Room ID by clicking the **View By ID** button.

When live presentations are archived, the archives will automatically appear within the **Archives** tab.



Creating a New Room

You will see the **New Room** button to the right of the room list:

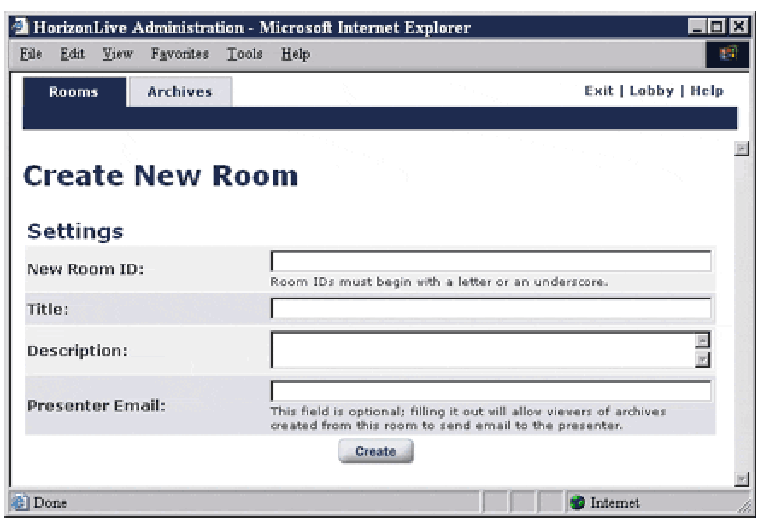


After you create a new room, you can the add content, select a media format, and assign access privileges. Your room will not be available in the OpenCampus Lobby until you “open” your room.

To Create a Room

On the **Room Management** page, click the **New Room** button to the right of the room list: 

The **Create New Room** page opens:



Complete the fields as described in the following table:

Field	Function
RoomID *(required and non-editable)*	➢ A simple alpha-numeric code you assign to a room that will be found in launcher links. Room IDs cannot contain spaces. ➢ This field cannot be edited once the Room ID is assigned. ➢ Example: math101 or johnsmithroom
Title *(optional; if no title is assigned, the title will be the RoomID)*	➢ A descriptive name for your room. This name will appear in the Lobby and will be the name that users select to enter your room. It will also appear on the Room Management page in the Administration Tools. ➢ Example: “Math 101, Introduction to Calculus” or “John Smith’s Virtual Classroom”.
Description *(optional)*	➢ A description for the room, usually used for internal/organizational purposes. This description will appear when you click **Get Info** on the Room Management page. ➢ Example: My first OpenCampus room; to be deleted after the semester is over.
Presenter Email *(optional)*	The email address of the presenter, if you would like the presenter’s contact information available to participants who view an archived presentation.

When you are finished filling out the information, click the **Create** button. The **Modify Room Settings** page opens and displays a message noting that the room was created successfully:

The next steps are to add content, select a media format, and determine what users/groups will have access to your room.

Customizing Your Room

Once your OpenCampus room has been created, you can use the links in the dark-blue navigation bar to set up or modify your room.

Each link on the navigation bar directs you to a page where you can select Content, Room Settings, Media Settings, Access, or Poll Results. Each Modify Rooms page is described below:

- **Content -** Use this page to add and edit slides and content folders for the presentations you will give in your room.
- **Room Settings -** Use this page to set and change general room information, including your room's title and description, content settings, chat moderator, etc.
- **Media Settings -** Use this page to set the audio/video settings for your presentations.
- **Access -** Use this page to select group, user, and guest access to your room.

Poll Results - Use this page to query and view response data for the polls given during presentations in your room. It is only useful after you have gathered poll results from your live presentation.

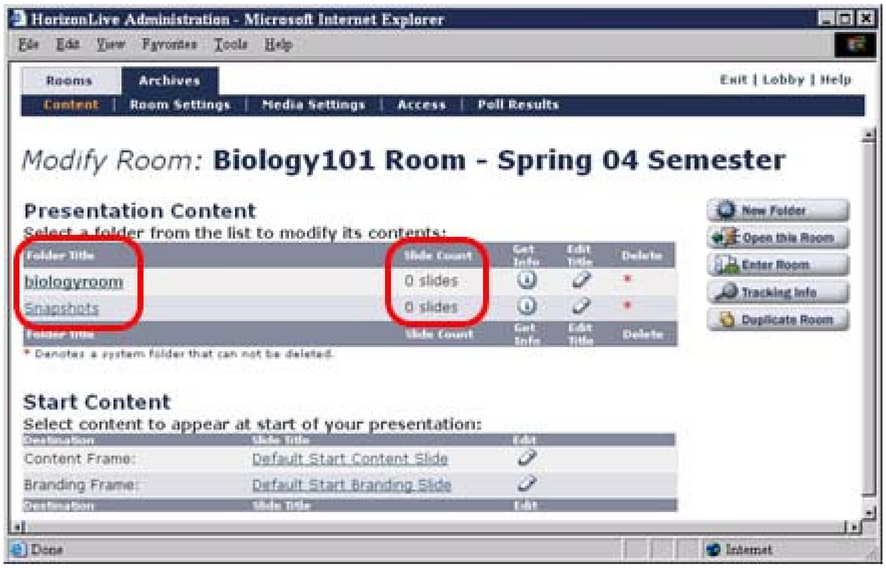
Content Management Overview

Once you have created your room, you can add content to it before a live presentation.

OpenCampus content consists of **"Slides,"** which can be created from PowerPoint slides, graphic files, web sites, HTML files, PDF documents, OpenCampus polls, etc. Each slide appears as a link within the Presenter's Console, and this content is added to your room in the Modify Content section of the Administration Tools.

Just like you organize papers with folders, you also add OpenCampus slides to "content folders" to keep your content organized.

By default, there are two empty **Content Folders** created with a new room:



The **default Content Folder** is named after your RoomID. You should begin adding content to this folder. The folder is automatically selected in the Presenter's Console at the beginning of a live presentation.

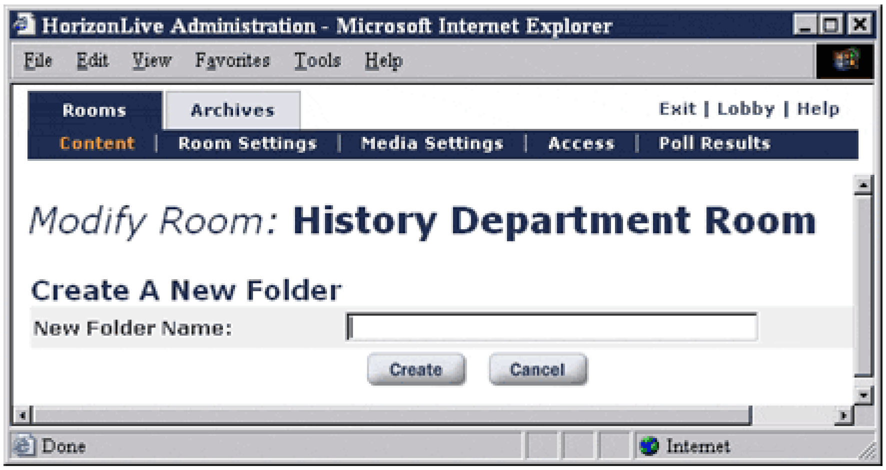
The second Content Folder is named **Snapshots**. You should generally not add content to this folder. This Content Folder will contain published poll data and any annotated eBoard content that is saved during a live presentation.

These two default Content Folders cannot be erased, although you can delete any content that you have added to these folders. Additional Content Folders can also be added to your room. These folders can be accessed from the Content page within a room.

Creating a New Content Folder

While you are initially provided with 2 default content folders when a room is first created, you can create an unlimited number of content folders in your room in order to organize your content.

1. Click the **Content** sub-tab in the navigation bar of your room.
2. Click the **New Folder** button to the right of the Content Folder list. The **Create A New Folder** page opens:

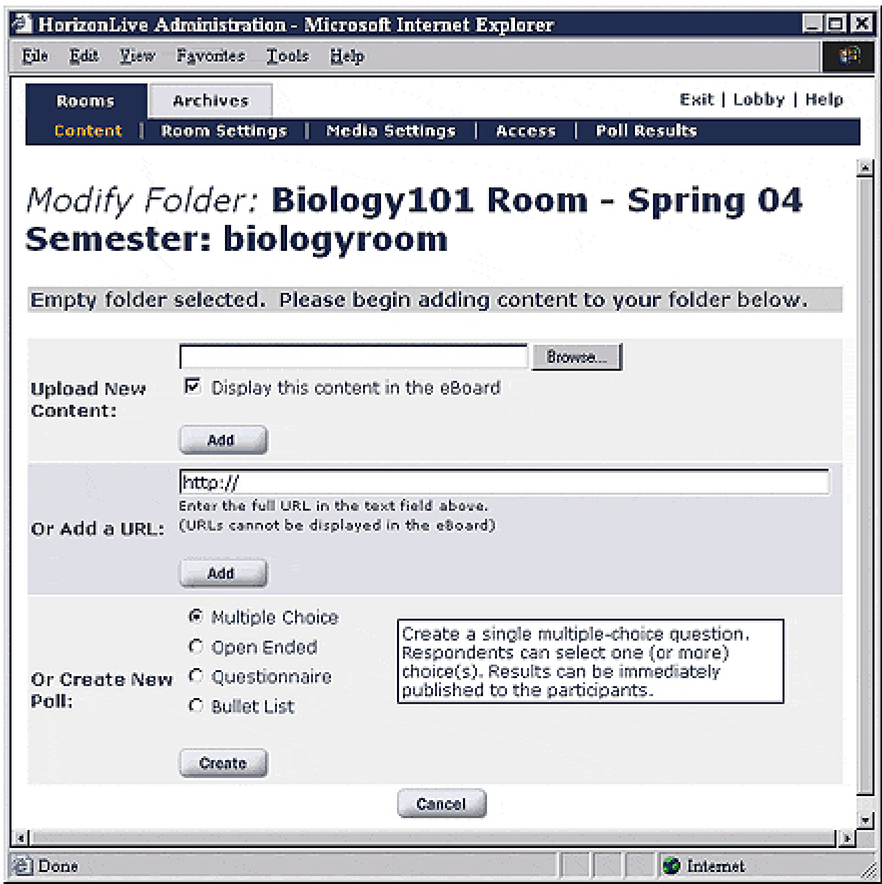


3. Type a name for your content folder, using only alphanumeric characters. This name will appear in the **Content Folder** drop-down menu in the Presenter's Console.
4. Click the **Create** button. The new content folder is created and you are returned to the main **Content** page with your complete list of Content Folders for the room.

Adding Slides to a Content Folder

To Add Content Slides

1. Click the **Content** sub-tab in the navigation bar of your room.
2. Click the name of the Content Folder to which you would like to add content. If this is the first time you have opened this Content Folder, a message will tell you that the Content Folder is empty, and the **New Content** page will be displayed:



If there are already slides in the Content Folder, the Content Folder's **Slide List** page will be displayed:

3. Click the **New Content** button to access the **New Content** page. You have three choices for adding content:

   Upload New Content - This option is used to add PowerPoint presentations, images, or other files (e.g., PDF or Word documents, Excel spreadsheets, etc.). Click the **Browse...** button to search your hard drive or network for the file you would like to add. Once you have selected your desired file, click the **Add** button directly below.

   Note: Multiple files may be added all at once if they are "zipped" using a compression utility (e.g. WinZip or StuffIt.).

   *Note: PowerPoint and image files by default will be displayed in the eBoard. If you do not want your content to display in the eBoard, uncheck the **Display this content in the eBoard** check box.*

   Add a URL - This option is used to add a website as a slide. Type the full URL (web address) to your desired page and click the **Add** button.

   Note: Websites cannot be displayed in eBoard.

   Create New Poll - This option is used to create multiple-choice and short-answer questions, questionnaires, and bullet list slides. Select the type of poll you would like to create. (A brief description of the poll type will be displayed to the right of the selection.) Click the **Create** button. For detailed instructions on creating polls, refer to Creating and Editing Polls below.

4. When you click the **Add** or **Create** button for the selected option, your new content is added to the Content Folder and you are returned to the slide list page:

   When you upload a PowerPoint presentation, each PowerPoint slide is converted to an individual OpenCampus slide. In addition, the title of the PowerPoint slide automatically becomes the title of the OpenCampus slide.

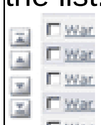
5. After you have added content to a Content Folder, you can continue to add more content to this folder by clicking on the **New Slides** button. You will see the same prompt appear as in Step 1.

Editing Slides in a Content Folder

Once you have added slides to a Content Folder, you may reorder slides, erase slides, rename slide titles (which appear as links in the slide list of the Presenter's Console), and change the target of the slide (which is where the slide will appear in the OpenCampus interface).

To Edit Slides

1. Click the **Content** sub-tab in the navigation bar of your room.
2. Click the name of the Content Folder containing the slides you would like to edit.
3. Select the editing task that you want to perform. Tasks are described in the following table:

If you would like to...	**Then...**
Reorder your slides	Select the check box next to the slide or slides you want to move and click the arrow buttons on the left to move the slides up or down, or to the beginning or end of the list. 
Erase a slide or slides	Select the check box next to the slide or slides you want to erase, and click the **Delete Selected Content** button.
Rename a slide title	Type a new name under the **Title** heading for the slide.

Change a slide target	Select the destination for your slide from the Target drop-down list. Available slide destinations depend on the type of slide you are adding. For example, if you have added an image or PowerPoint, you can choose **Content Frame, eBoard, Branding Frame, New Window A,** or **New Window B**. However, if you are adding a poll, only the **Content Frame** will be available on the list. The drop-down list automatically determines the options you can choose.
Make your slides readable by a screen reader	Click the **Show Content Descriptions** button. Then write a textual description of each slide that you would like a screen reader to be able to read. When you're done, click the **Save Changes** button.

4. When you are finished making changes, click the **Save Changes** button.

   Note: With the exception of polls, any edits for slides that you have added to OpenCampus must be made to the original files. You would then need to delete the original slides and add this content once again.

Adding an Image to the Branding Window

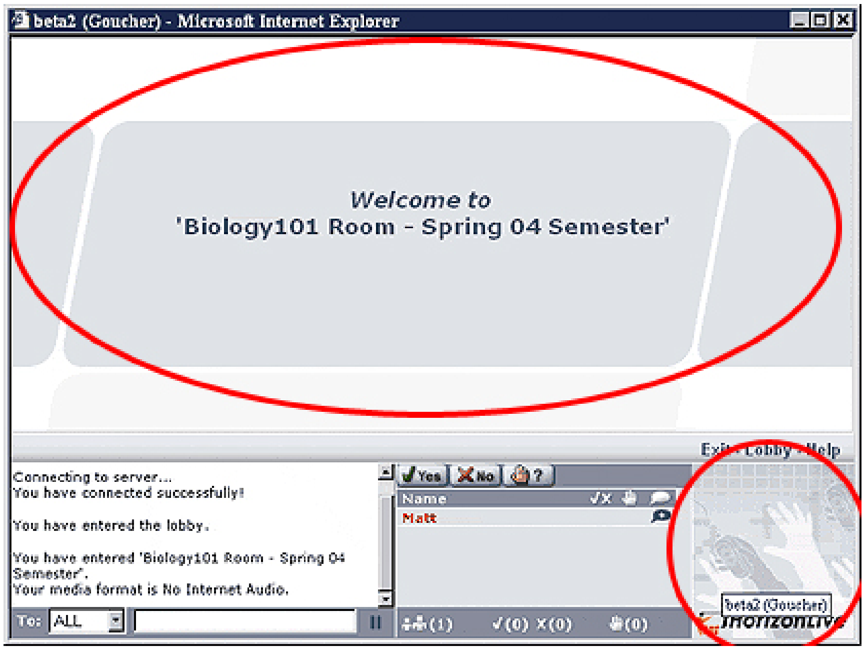
You may add an image (such as a picture of yourself or your organization's logo) to be shown in the Branding Frame during a presentation. Adding a picture allows presenters to personalize a session and connect with participants on a deeper level than voice alone.

To Add a Branding Image

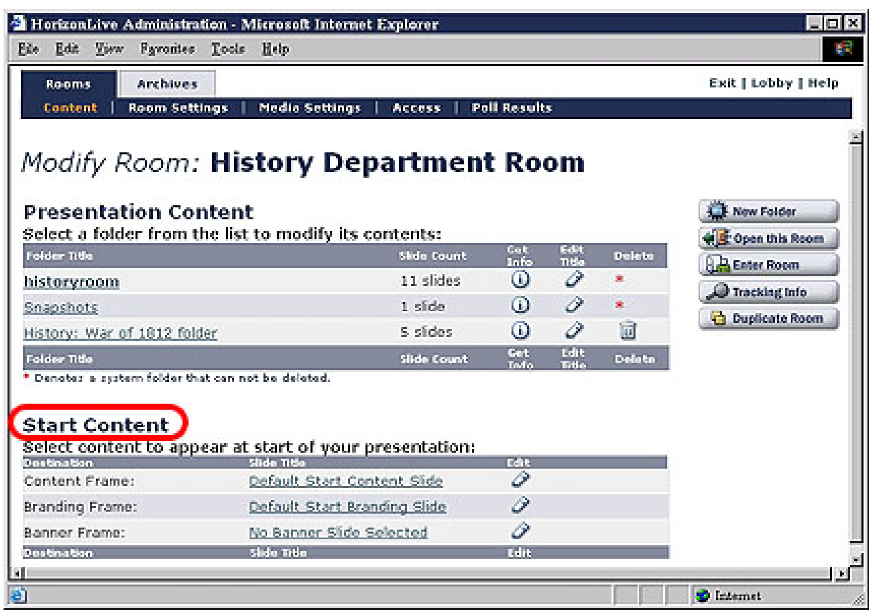
1. Ensure that your image is sized to the following dimensions: 135 pixels wide by 145 pixels high.
2. Upload the image as a slide to a Content Folder.
3. Set the Target of the slide to "Branding Frame".
4. If you would like this image to be the default picture that participants see in the Branding Frame when they enter your room. Ensure that you have added the image to your default Content Folder. Edit the Branding Frame option under the **Start Content** section of your room. For more information about setting default content, refer to Editing Default Content for a Presentation later in this manual.

Editing Default Content for a Presentation

Users who enter a room before the presentation has begun will see a default slide that displays the title of the presentation in the Content Frame. In addition, they will see the standard branding slide in the Branding Frame.

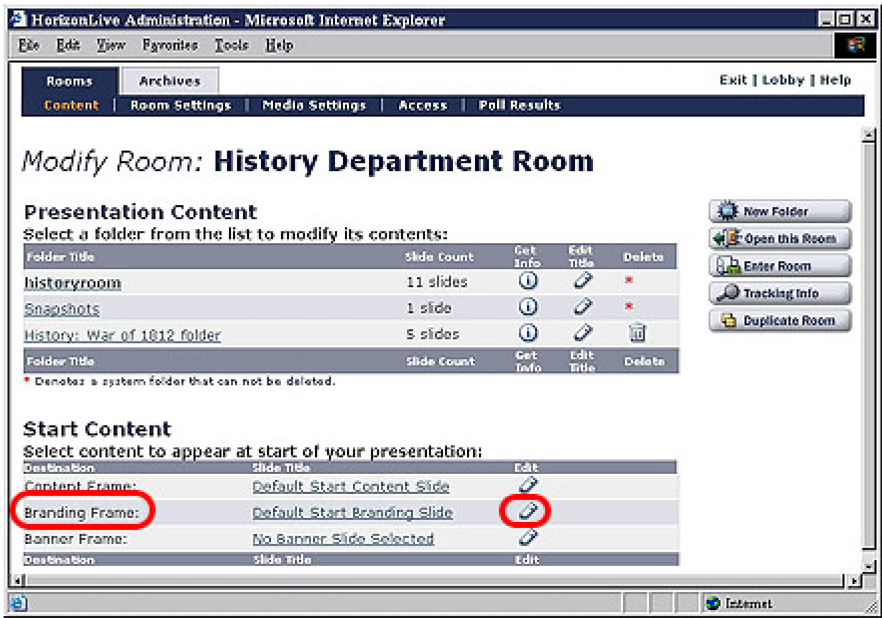


In the **Start Content** section of your room, you can replace these slides with content that you have added to your default Content Folder. Note if you use a poll as start content, your participants will be able to submit responses to the poll any time they enter the room.



To Edit Default Content

1. Click the **Content** sub-tab in the navigation bar of your room.
2. To view the slide that is currently your default content, click the link in the **Slide Title** column, in the **Start Content** section. The slide will appear in a new browser window.
3. To change the default content, click on the **Edit** icon for the appropriate destination (i.e., Content Frame or Branding Frame).



4. A new page that lists all the slides in your **default Content Folder** appears.
5. Select the radio button next to the slide you would like to select as your default content.
6. Click the **Save Changes** button.

Editing a Content Folder Name

You can easily change the title of your **Content Folder**, which appears in the drop-down menu of the Presenter's Console.

1. Click the **Content** sub-tab in the navigation bar of your room.
2. Click the **Edit Title** icon to the right of the Content Folder title you wish to edit. The title field becomes an editable text field. Type a new name for the Content Folder.
3. Click the **Save Changes** button. The text field turns back into the new Content Folder name and is displayed as a link.

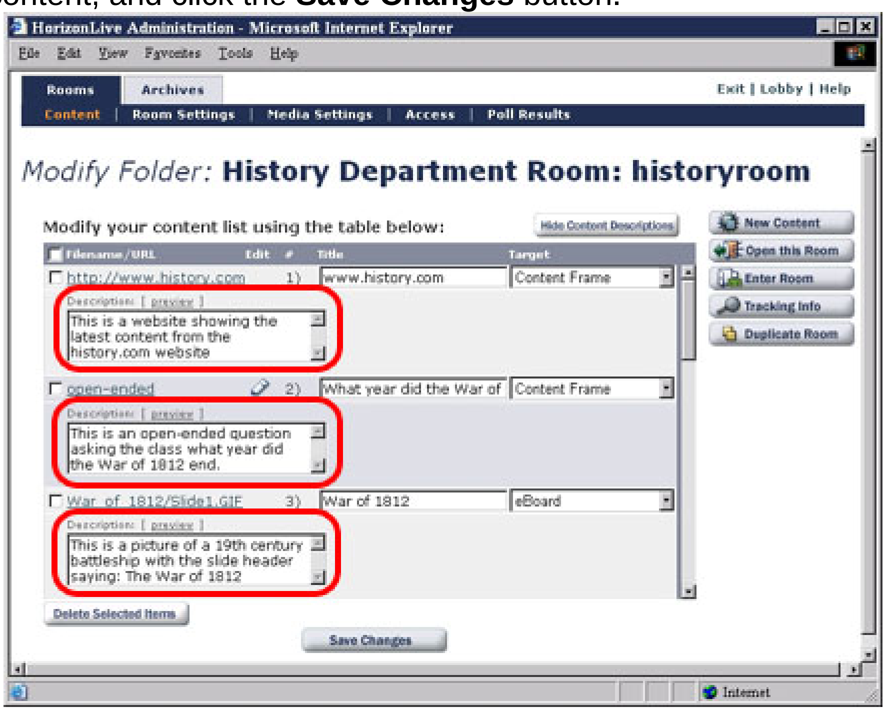
Erasing a Content Folder

You can easily erase any **Content Folders** that you have created. If you erase a content folder, all slides within that folder are permanently removed from the system. You may not erase the two default Content Folders that originally came with your room.

1. Click the **Content** sub-tab in the navigation bar of your room.
2. Click the **Erase this Content Folder** icon to the right of the Content Folder you wish to erase: 
3. A message appears asking if are sure you'd like to delete the item. Once you continue, you cannot undo the action.
4. Click the **OK** button. The Content Folder and all its contents are removed from your room.

Creating Accessible Content

If any participants are visually disabled, you can allow their screen readers to read your non-HTML content (e.g., PowerPoints or images) by adding text descriptions of your content. Click the **Show Content Descriptions** button. Each content type expands to include a **Description** field in which you can type its description. Type descriptions for the desired content, and click the **Save Changes** button.



This text will be displayed in the OpenCampus **Messaging** frame during a presentation when participants type "/sd" in the chat area.


HorizonLive - Microsoft Internet Explorer
War of 1812
1812-1815
Battle of
New Orleans
ERASE
CLEAR SLIDE
IMPORT
SAVE
SCREEN GRAB
ENABLE
Audio Client
Phone
Exit - Lobby - Help
Thomas Jefferson (no description available)
This is an open-ended question asking the class what year did the War of 1812 end.
Exploring the West (no description available)
New Industry (no description available)
Dr. Fred Wilson picture (no description available)
This is a picture of a 19th century battleship with the slide header saying: The War of 1812
To: ALL
Yes
No
Name
Matt
(1)
(0)
(0)
(0)

Poll Options

You can create various polls and bullet lists within an OpenCampus Content Folder and incorporate them into your presentation. The polling tools allow presenters to quiz participants or to gather feedback during a live or archived presentation and obtain reports afterwards. The bullet list allows presenters to create HTML-based content that screen readers can access. There are four types of content that can be created:

- **Multiple Choice -** Ask a single question where participants can select one or more responses.
- **Open Ended -** Ask a single question where participants can type their answer in a text box.
- **Questionnaire** - Present several multiple-choice and/or open-ended questions in one form.
- **Bullet List** - Present a HTML-based text slide that screen reader can access. Its function is similar to PowerPoint.

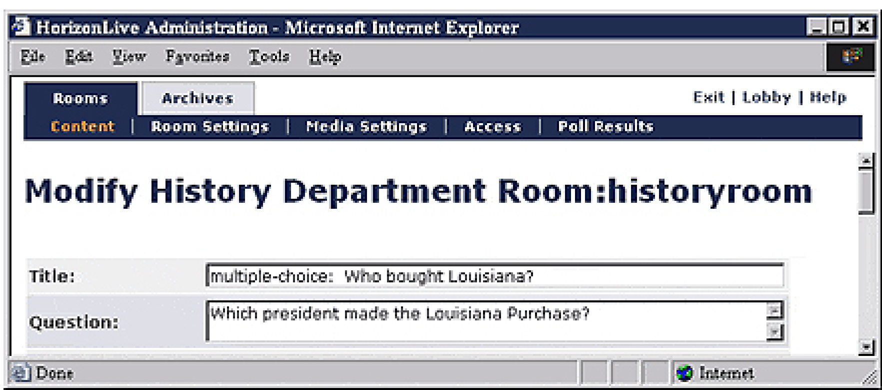
Like content you have uploaded, polls and bullet list slides have titles and are slides that are part of a Content Folder. They can only appear in the Content frame within OpenCampus.

Common Characteristics of Poll Creation

While each type of poll possesses unique characteristics, all polls also share common characteristics:

Title - the title of the question will appear in the Content List and on the Presenter's Console. It should be a short, descriptive name that will allow the presenter to quickly find and display the poll.

Question - the full question that will be displayed on the poll slide. This is the question that the participants will be answering.

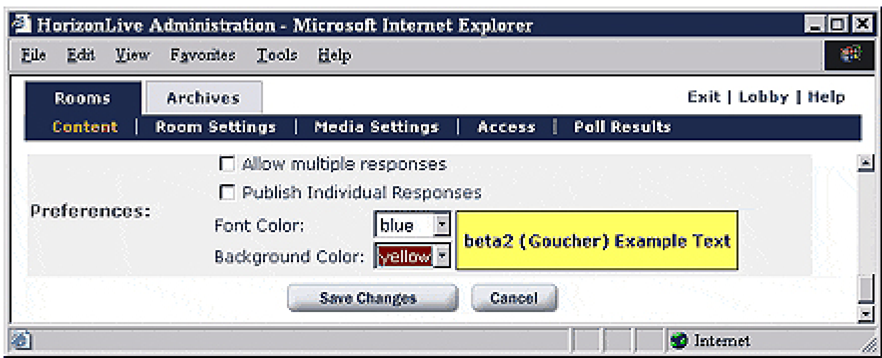


Participant Instructions - the instructions that will be included with the poll question. The default text reads: *Please respond and click 'Submit*.'

Response Confirmation Message - the text that is displayed after the user submits his or her response(s). The default text reads: *Thank you. Your response was submitted successfully.*

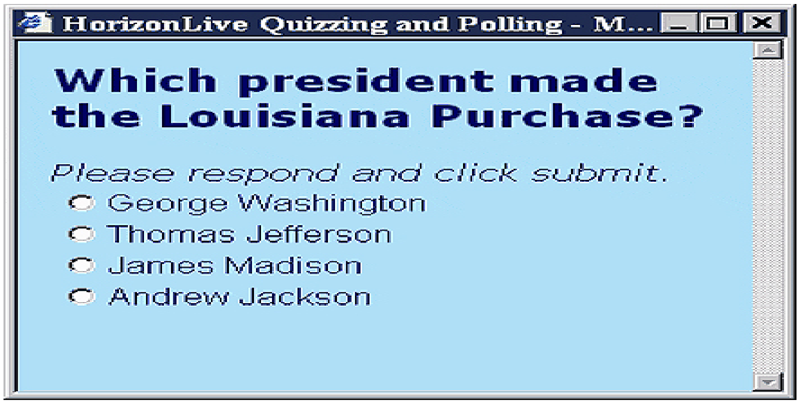
Font Color - specifies the font color for the poll slide. Your selection will be displayed in a preview window to the right of the color choice drop-down menu.

Background Color - specifies the background color for the poll slide. Your selection will be displayed in a preview window to the right of the color choice drop-down menu.

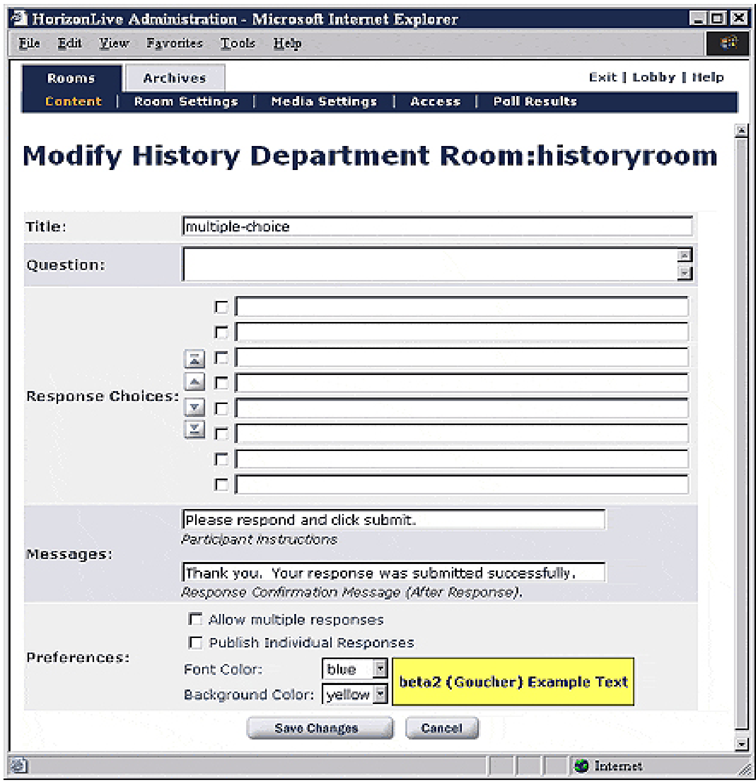


To Create a Multiple Choice Poll

A Multiple Choice poll allows you to ask a single question with up to eight specific answer choices. Participants may choose one or more responses.
In the presentation, a multiple-choice question will appear in the Content Frame as shown below:



1. Click the **Content** sub-tab in the navigation bar of your room.
2. Click the name of the Content Folder for which you would like to add a poll. If content already exists in the folder, click the **New Content** button.
3. Select **Multiple Choice** in the **Create New Poll** section and click the **Create** button. The **Create Multiple Choice Poll** page opens:

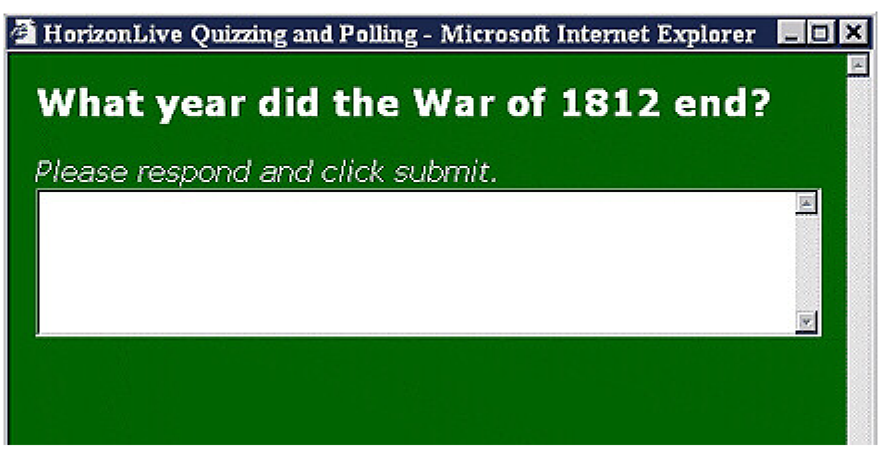


4. In the **Title** field, type a title for the poll question. This is the title that appears in the Presenter's Console. Participants will not see this title.
5. In the **Question** field, type the text of the question.
6. In the **Response Choices** section, type the responses from which participants will select their answer. If you need to rearrange responses, click the check box next to the response you would like to move and click the up and down arrows to the left of the list.
7. In the **Messages** section, accept the default messages or type in new messages. The **Participant instructions** message precedes the question that participants see. The **Response Confirmation Message** appears after a participant submits his or her response.
8. In the **Preferences** section, select options for your question as follows:
   - *Allow multiple responses:* click this check box if you want participants to be able to select more than one response to the question.
   - *Publish Individual Responses:* click this check box if the presenter should be able to display the response(s) each participant chose. A **Detailed Results** table containing each participant's name and their response(s) will appear when the results are published. If this option is not selected, you will still be able to obtain a report of each participant's response through the OpenCampus Administration Tools.
9. Select a **Font Color** and a **Background Color** from the drop-down lists.
10. Click the **Save Changes** button. You are returned to your **Content Folder** page, where the new multiple-choice poll appears at the bottom of the list of slides.

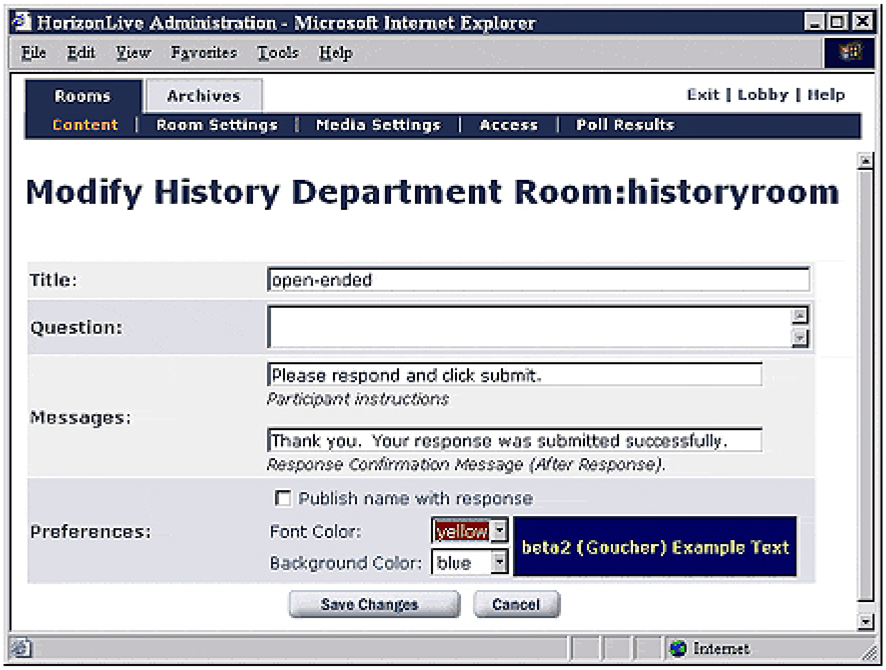
To Create an Open-Ended Poll

An Open-Ended poll allows you to ask a single question with an open-ended response. Participants may respond with text of their choice.

In the presentation, an open-ended poll will appear in the Content Frame as shown below:



1. Click the **Content** sub-tab in the navigation bar of your room.
2. Click the name of the Content Folder for which you would like to add a poll. If content already exists in the folder, click the **New Content** button.
3. Select **Open Ended** in the **Create New Poll** section and click the **Create** button. The **Create Open Ended Poll** page opens:

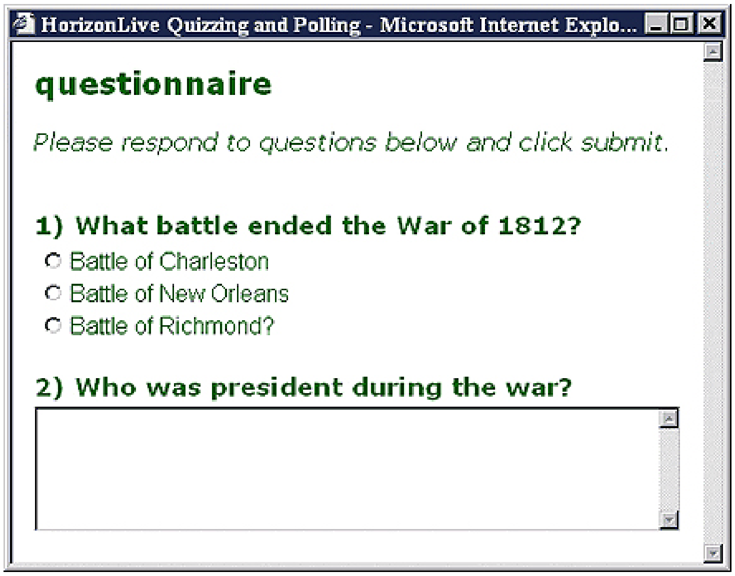


4. In the **Title** field, type a title for the poll question. This is the title that appears in the Presenter's Console. Participants will not see this title.
5. In the **Question** field, type the text of the question.
6. In the **Messages** section, accept the default messages or type in new messages. The **Participant instructions** message precedes the question that participants see. The **Response Confirmation Message** appears after a participant submits his or her response.
7. In the **Preferences** section, select options for your question as follows:

- **Publish name with response**: click this check box if the presenter should be able to display the participant's name next to his/her response. A Detailed Results table containing each participant's name and their response(s) will appear when the results are published.
- Select a **Font Color** and a **Background Color** from the drop-down lists.
- Click the **Save Changes** button. You are returned to the **Content Folder** page, where the new open-ended poll appears at the bottom of the list of slides.

To Create a Questionnaire

A Questionnaire allows you to ask several multiple-choice and open-ended questions on one page. Presenters are not able to publish these responses in the live presentation, although they can obtain a report of each response through the OpenCampus Administration Tools. In the presentation, a questionnaire will appear in the Content Frame as shown below:

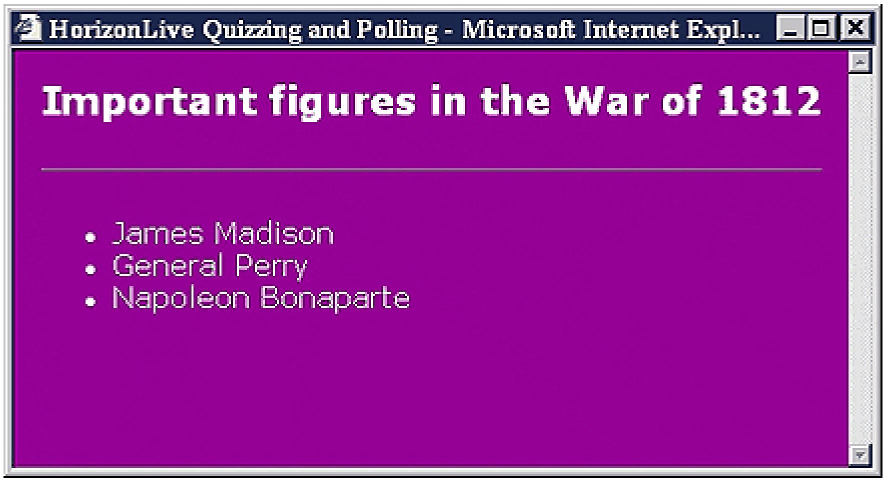


1. Click the **Content** sub-tab in the navigation bar of your room.
2. Click the name of the Content Folder for which you would like to add a poll. If content already exists in the folder, click the **New Content** button.
3. Select **Questionnaire** in the **Create New Poll** section and click the **Create** button. The **Create Questionnaire** page opens:

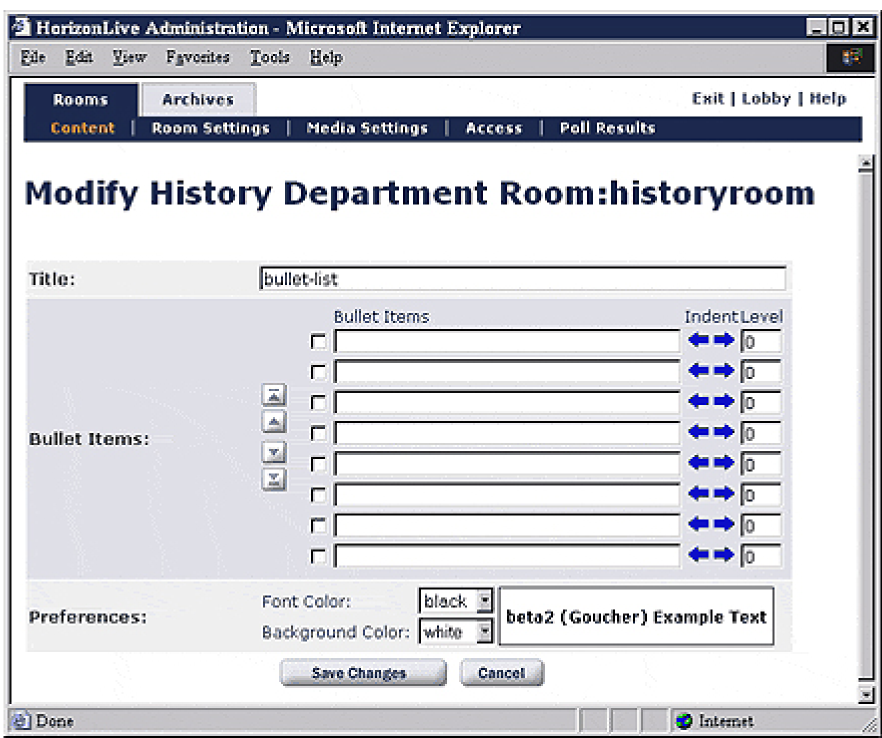
4. In the **Title** field, type a title for the Questionnaire. This is the title that appears in the Presenter's Console. Unlike multiple choice and open-ended polls, participants will see this title in the content window when the questionnaire is displayed.
5. In the **Questions** section, select the type of question you would like to first add (either Multiple Choice or Open-ended) and click the **Add** button.
6. If you are adding a multiple-choice question, the **Add Multiple Choice** page opens. This page is the same as the individual **Add Multiple Choice Poll** page, except that the **Title**, **Messages,** and **Font/Background Colors** cannot be changed, since they are common to the entire questionnaire.
7. Type the text of the question and the responses, and click the **Allow multiple responses** check box if you want participants to be able to select more then one response. When you are done, click **Save Changes** to return to the master questionnaire list.
8. If you are adding an open-ended question, a text box appears on the **Questions** list. Type the text of your open-ended question in the text box. Unlike a Multiple Choice question, you will not need to click **Save Changes** to save your newly created Open-Ended question.
9. To add your next question, select the type of question you would like to add (either **Multiple Choice** or **Open-ended**) and click the **Add** button.
10. Repeat earlier steps until you have completed building your questionnaire. If you need to rearrange your questions, click the check box next to the question you would like to move and click the up and down arrows to the left of the list.
11. When you are finished adding questions, decide what messages you want to appear. In the **Messages** section, accept the default messages or type in new messages. The **Participant instructions** message precedes the questions that participants see. The **Response Confirmation Message** appears after a participant submits his or her responses.
12. In the **Preferences** section, select a **Font Color** and a **Background Color** from the dropdown lists.
13. Click the **Save Changes** button. You are returned to the **Content Folder** page, where the new Questionnaire appears at the bottom of the list of slides.

To Create a Bullet List Slide

A Bullet List allows you to present a slide with bulleted text. While it is not an interactive poll, it allows you to create HTML-based content that is friendly toward screen readers. In the presentation, a Bullet List Slide will appear in the Content Frame as shown below:



1. Click the **Content** sub-tab in the navigation bar of your room.
2. Click the name of the Content Folder for which you would like to add a poll. If content already exists in the folder, click the **New Content** button.
3. Select **Bullet List** in the **Create New Poll** section and click the **Create** button. The **Add Bullet List** page opens:



4. In the **Title** field, type a title for the bullet list. This is the title that appears in the Presenter's Console. Participants will see this title in the content window when the bullet list is displayed.
5. Type the bullet text in the text boxes. Each text box represents a bullet. If you would like to create multi-level bullets, click the right-facing arrow or type a level to indent. You can indent two-levels in from the main bullet.
6. In the **Preferences** section, select a **Font Color** and a **Background Color** from the dropdown lists.
7. Click the **Save Changes** button. You are returned to the **Content Folder** page, where the new **Bullet List** slide appears at the bottom of the list of slides.

Editing Polls

To make changes to a poll that you have created, click the **Edit** icon next to the poll title on the **Content Folder** slide list:

The **Edit** page for the poll opens. The edit page looks identical to the original **Add Poll** page that you used to create each poll type.

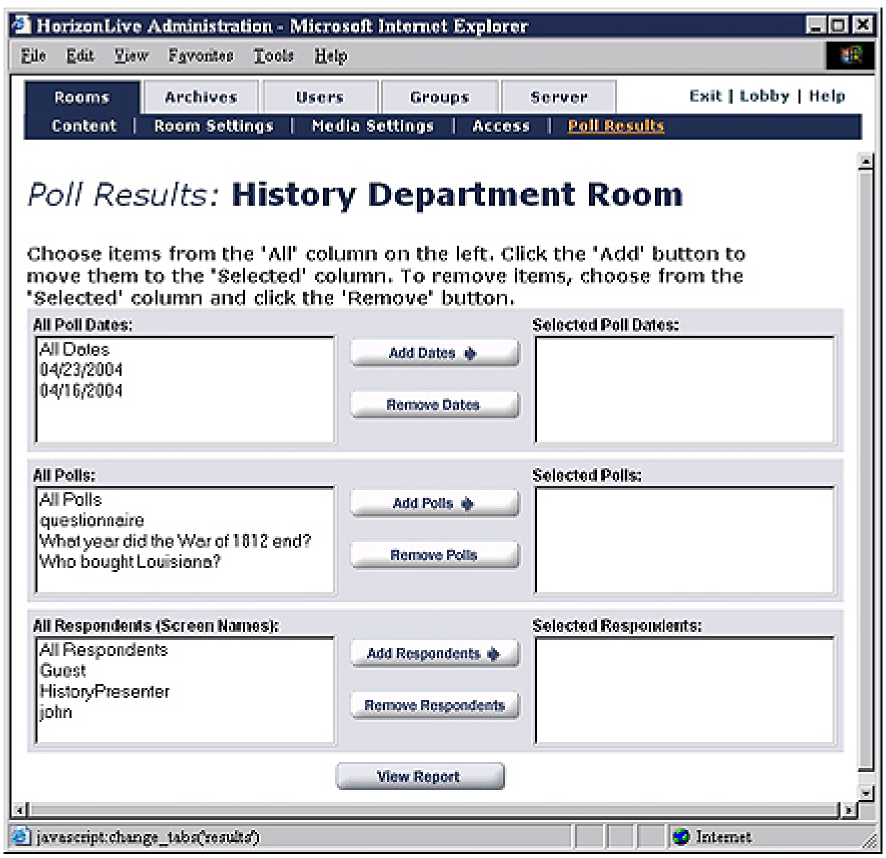
Obtaining Poll Results

Participants and presenters can respond to polls in both live and archived presentations. When a user responds to a poll in a live presentation, the results are saved in the room where the presentation was held. Similarly, if a user responds to a poll while viewing an archived presentation, the results are saved in the archived presentation.

In addition to the user's name and response(s), you can obtain information about when the poll was viewed and responded to. Note that even if users' names are not listed when poll results are published, the users' data is still captured.

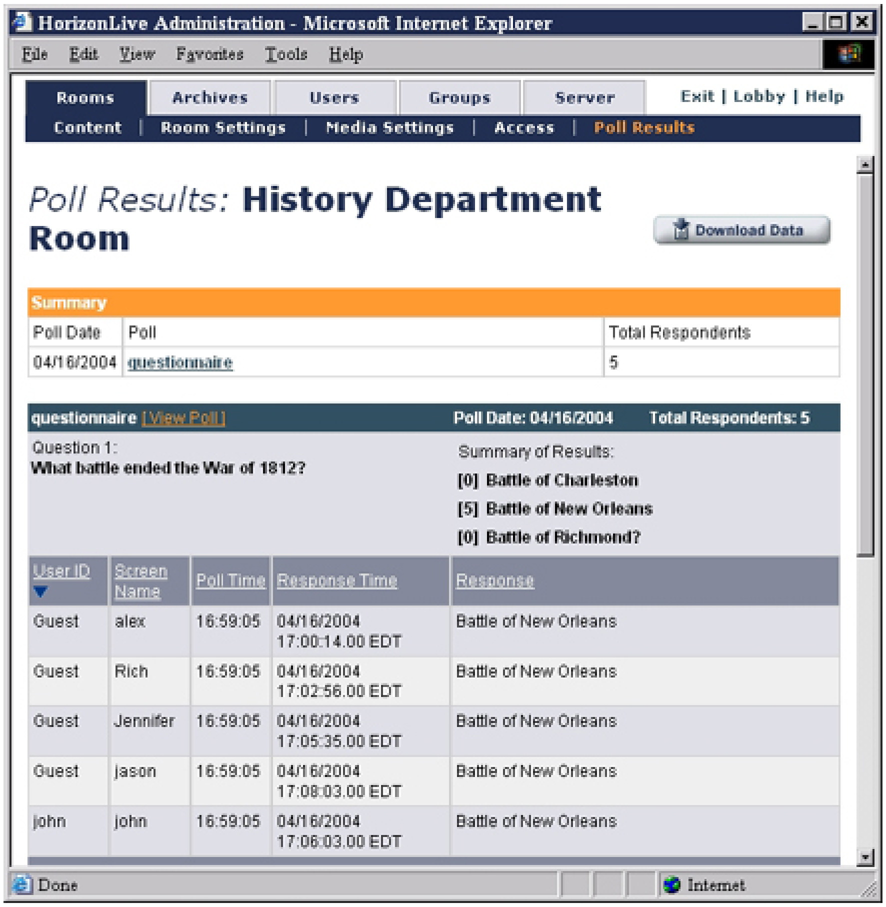
To Obtain Poll Results

1. Click the **Poll Results** sub-tab in the navigation bar of your room or archived presentation.



2. You can query your results by three criteria: dates, polls, and respondent(s). Select your desired dates, polls, and respondents on the left hand side of the page. Holding the **Ctrl** key will enable you to select multiple items in a field.
3. Click the **Add Dates**, **Add Polls**, and **Add Respondents** buttons to confirm your query.

4. Once the query has been confirmed, click the **View Report** button. You will receive a summary list of all polls displayed, as well as a detailed report for each poll.



The **Summary** section displays the poll date, title and number of total responses for each poll. Clicking on a poll title will move the focus of your browser to the detailed report of that poll.

The detailed section displays the actual poll question, a summary of results (for multiple choice questions), the UserIDs and screen names of respondents, the time when the poll was displayed, the time when each respondent submitted an answer, and each respondent's answer.

The **View Poll** link next to the poll title also allows you to look at the actual poll in a new browser window.

5. If you want to download the data, click the **Download Data** button and select a location to which you would like to save the data. The data is saved to a .tsv file (tab-separated-value file) in the selected location. A .tsv file can be opened in most spreadsheet applications (such as Microsoft Excel) or in any text editor.

Modifying Room Settings

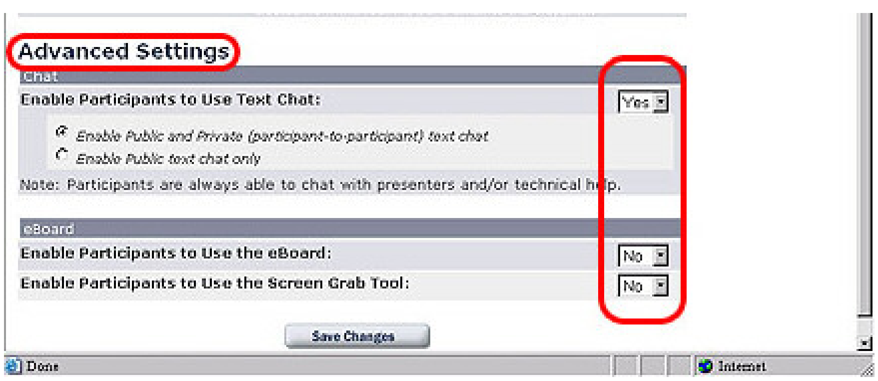
After your room has been created, you can modify the Basic Room Settings or the Advanced Room Settings if desired. Information you add on this page can be quickly viewed by clicking the **Get Info** icon on the **Room Management** page:

To Modify Basic Room Settings

1. Click the **Room Settings** sub-tab in the navigation bar of your room.
2. You may change the text for the room's title, description or presenter e-mail. You cannot modify the **RoomID** field, which is permanent once the room has been created.
3. Click the **Save Changes** button.

To Modify Advanced Room Settings

1. Click the **Room Settings** sub-tab in the navigation bar of your room.
2. Click the **Show Advanced Options** button to view additional options. (A **Hide Advanced Options** button appears in its place.) 



3. You may edit the following fields:

Field	Function
Enable Participants to Use Text Chat	"Yes" (the default setting) allows participants to send text messages during a live presentation by default: **- Enable Public and Private (participant-to-participant) text chat:** allows all users to send both public and private messages to each other. - **Enable Public text chat only**: allows participants to send public messages, but not private messages to each other. (This setting cannot be changed during a live presentation.) "No" restricts both public and private text chat by default. *<u>Note</u>: Regardless of settings, participants are always able to send a private message to presenters.*
Enable Participants to Use the eBoard *Note that Presenters can change this default setting during a live presentation, by using the Enable button on the eBoard toolbar.*	"No" (the default setting) restricts participants from being able to use the eBoard tools as soon as the presenter launches eBoard content. "Yes" allows participants to use the eBoard tools by default. If the room's Start Content is a slide targeted to the eBoard, the room can function as a "Group Discussion Room" where participants can collaborate without a presenter logged in. **- Enable use of ScreenGrab Tool:** allows participants to access the ScreenGrab Tool when enabled with the eBoard tools.
Room User Limit	"No" (the default setting) allows the maximum number of simultaneous users the server allows to be logged into the room. "Yes" allows you to specify the number of allowed participants into the room. This feature is useful when managing simultaneous presentations with your server limit, or when limiting attendance for an overbooked presentation.

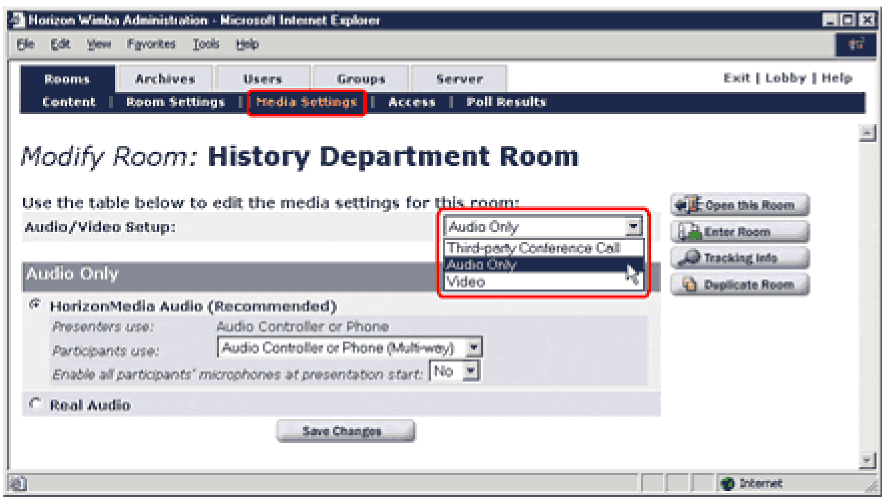
4. Click the **Save Changes** button.

Media Settings Overview

In addition to text messaging and polling, presenters can choose from a variety of methods to communicate with their audience during a live presentation. These methods are known as the **Media Settings**.

This section will help you understand the Media Settings you can choose from and help you decide which one to choose.

You can select your method of communication within the Media Settings page of your room. You can choose from one of three main options from the pull-down menu:



Audio Only (Communication via Internet Audio)

<u>HorizonMedia Audio</u>

- If **Participants use the Audio Controller (Multi-way)**, then all users can listen and speak to each other during the live presentation.
- If **Participants use the Audio Controller or Phone (Multi-way)**, then all users can listen and speak to each other during the live presentation. In addition, Participants have access to a telephone backup to listen and speak, if they are having issues with their Internet audio.
- If **Participants use the QuickTime Plugin (One-way)**, then only Presenters can speak to Participants during the live presentation.
- If **Participants use the QuickTime Plugin or Phone (One-way)**, then only Presenters can speak to Participants during the live presentation. In addition, Participants have access to a telephone backup to listen, if they are having issues with their Internet audio.

In all the above cases, the Presenter uses the Audio Controller to deliver the audio.

In all the above cases, the QuickTime Plugin is used to view the archived presentation.

<u>RealMedia Audio</u> (while this option is available, NCTC does not use or support it)

- Participants use the RealPlayer plug-in to listen to the audio; telephone simulcast can be available as a backup for participants with audio difficulty. (Simulcast must be arranged with Horizon Wimba Client Services in advance of the presentation).
- Presenters use the RealProducer to broadcast audio; telephone broadcast can be available for presenters with microphone difficulty. (Broadcast must be arranged with Horizon Wimba Client Services in advance of the presentation).
- The archive is viewed with the RealPlayer plug-in.

<u>Third-Party Conference Call</u>

- Presenters and participants communicate via conference call or text chat during the live presentation.
- Archive is available using either the:
  - HorizonMedia System (HMS) Phone Bridge; the archive is viewed with the QuickTime plug-in.
  - Horizon Wimba Client Services Assisted Phone Bridge; the archive is viewed with the RealMedia plug-in.

<u>Video</u> (While NCTC uses this option to send our courses out, we do not support its use by others)

- Only presenters can stream live audio and video during the live presentation. Participants communicate via text chat only.
- Participants use the RealPlayer to listen and watch the audio/video; telephone simulcast can be available as a backup for participants with audio difficulty. (Simulcast must be arranged with Horizon Wimba Client Services in advance of the presentation.)
- Presenters use the RealProducer to broadcast audio/video.
- The archive is viewed with the RealPlayer plug-in.

General Guidelines for Choosing a Media Setting

OpenCampus offers a variety of media settings for live presentations. While this range of settings allows you to have total flexibility to choose the most appropriate communication option, you may need some assistance to make the best choice. This section will help you choose.

As stated above, NCTC recommends using only two of the different options; the HorizonMedia audio or 3rd Party Conference Call. If you would like further assistance and direction, please contact the OpenCampus System Administrator at don_tollefson@fws.gov or 304.876.7487.

This section outlines the media setting you should choose for your basic communication goals.

If the presenter wants to…	Then select…
Communicate via conference call (or text chat only) during a live presentation	"Third-Party Conference Call"
Be the only one with speaking capabilities during a live presentation	"Audio Only" via HorizonMedia
Allow all presenters and participants via Voice Over Internet during a live presentation	"'Audio" via HorizonMedia: Multi-way

Detailed Guidelines for Choosing a Media Setting

This section discusses each media option in great detail: why you should choose a particular option, the benefits of your choice, and special considerations you should note before making your decision.

Choosing 'Audio': Multi-way

When to choose it:

- You'd like participants to be able to speak, and most of them have access to a microphone.
- Most participants have the ability to download a plug-in onto their computer.
- Most participants can ensure access to live streaming media through their networks.

Benefits:

- There are no additional costs for Internet audio (versus conference calls).
- This media setting accommodates participants without access to both a telephone and the Internet.
- Administrators do not need to setup a conference call. It is easy to hold on-the-fly meetings if participants have already passed the Wizard.
- A backup telephone option is available for participants and presenters who can't access the Internet audio. (There is no need to speak with Horizon Wimba Client Services to set up this simulcast/broadcast; dialers will access a toll number with a New York City area code.)

Considerations:

- Participants and presenters must be diligent in running the Wizard and passing all tests. Otherwise, they will not hear Internet audio or be able to speak.
- Mac OS9 users do not have access to the Internet audio. Mac OS X is required.

Choosing 'Audio': One-way

When to choose it:

- You're conducting a lecture-style presentation. Participants will only communicate via text-chat or polling (if desired).
- Most of your participants already have the QuickTime or can download the player onto their computer.
- Most of your participants can ensure access to live streaming media through their networks.

Benefits:

- There are no additional costs for Internet audio (versus conference calls).
- This media setting accommodates participants without access to both a telephone and the Internet.
- Some participants may already have the QuickTime player installed and configured.
- A backup telephone option can be available for participants who can't access the Internet audio (simulcast).

Considerations:

- The audio quality may be dependent on the quality of participants' Internet connections.
- Participants must be diligent in running the Wizard and passing all tests. Otherwise, they will not hear Internet audio.
- Participants cannot speak in the presentation. They can only use text messaging.

Choosing 'Third-Party Conference Call'

When to choose it:

- You'd like participants to be able to speak, but most of them don't have access to a microphone.
- Most of your participants can't access live Internet audio through their networks.
- Most of your participants don't have the time to ensure their computers are configured to receive live Internet audio.
- Most of your participants are used to using a telephone to communicate and may be hesitant to change.

Benefits:

- The quality of the audio is not affected by the quality of participants' Internet connections.
- Participants are already familiar with communicating via telephone.
- This setting offers the quickest way for participants to technically prepare for a presentation.
- Like other media options, presentations can still be archived by using the OpenCampus Phone Bridge.

Considerations:

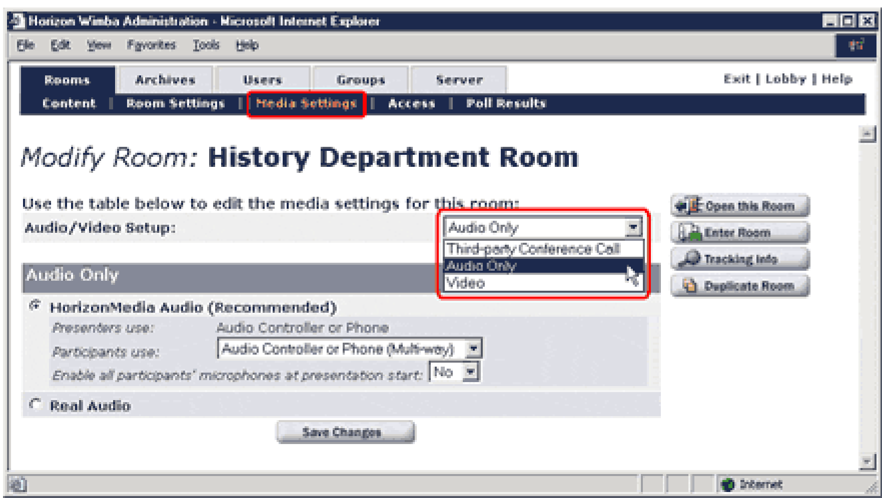
- Conference calls generally incur additional costs.
- Some participants may not have simultaneous access to both a telephone and the Internet.

Applying a Media Setting to your Room

Once you have decided on the appropriate media setting for your room, you may apply it using the **Media Settings** sub-tab within your room.

To Apply "Audio Only"

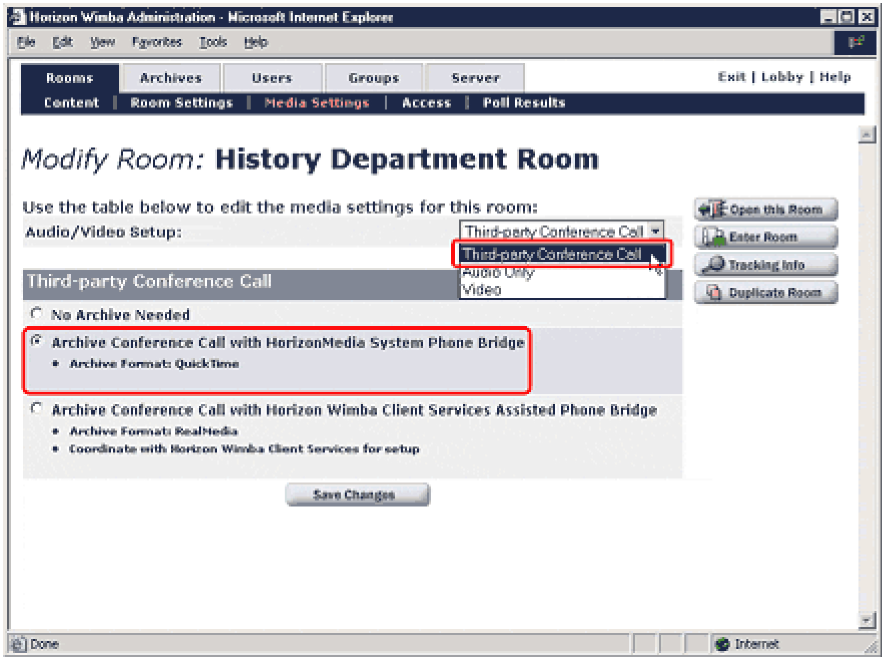
1. Click the **Media Settings** sub-tab in the navigation bar of your room.
2. Select "**Audio Only**" from the **Audio/Video Setup** pull-down menu.



3. Make sure that "HorizonMedia Audio" is checked.
4. Click the drop down arrow after "Participants use:" and select either "Audio Controller (Multi-way)" or "Audio Controller or Phone (Multi-way)". With the first option, your participants will only get audio only via voice over internet. They will have to have a microphone to speak during the session. With the second option, they will be able to speak with a microphone as well as via the telephone. With this option, the system creates a long distance phone number and lists it on their screen so those without high speed internet connections can call to hear the live session.
5. NCTC recommends that you don't select either of the "Quicktime" options for participant use.
6. Click the **Save Changes** button.

To Apply 'Third-Party Conference Call'

1. Click the **Media Settings** sub-tab in the navigation bar of your room.
2. Select **"Third-party Conference Call"** from the **Audio/Video Setup** pull-down menu.



3. If you don't want to archive your presentation, click on "No Archive Needed".
4. If you want to create an archive, select "Archive Conference Call with HorizonMedia System Phone Bridge".
5. Note that you will need to conference in the Phone Bridge to your telephone conference call for the audio to be captured by the server. This requires 3-way calling of phone conferencing. To arrange this, you must contact the NCTC HorizonWimba system administrator at don_tollefson@fws.gov or 304.876.7487.
6. Click the **Save Changes** button.

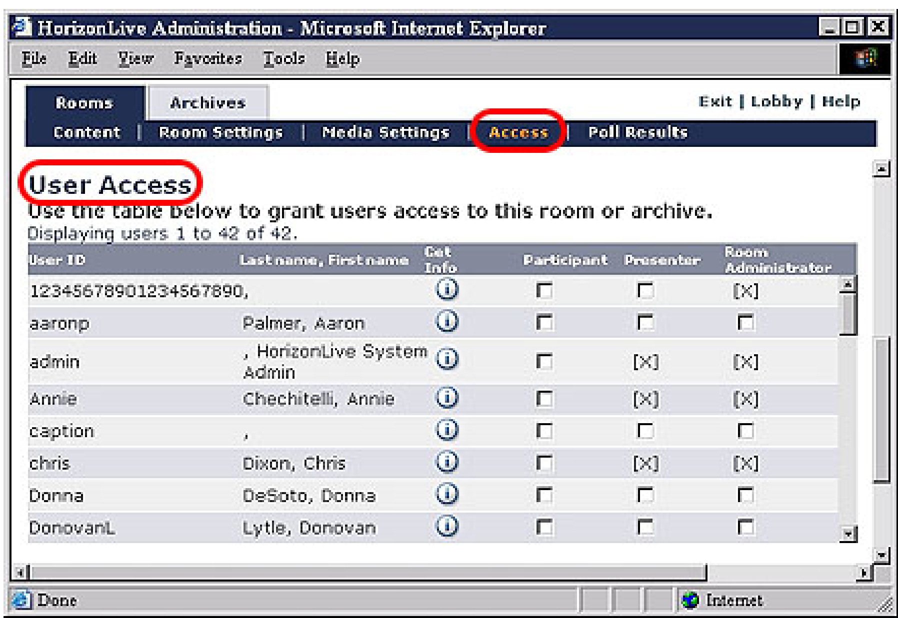
Modifying User and Group Access

If you have the ability to assign access privileges for your room, you will see an **Access** sub-tab in the navigation bar of your room.

The **Access** page allows you to select who can enter your room and what privileges they have. There are three levels to choose from when granting access: Participant, Presenter and Administrator.

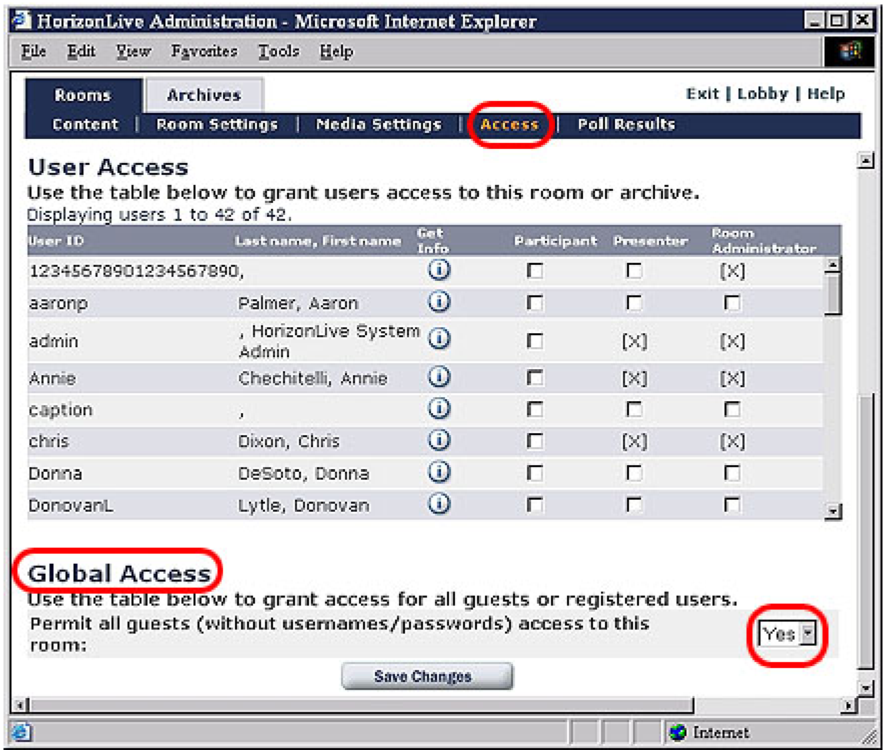
The **Group Access** section of the page lists all groups on the server. If needed, select the group(s) to receive access by checking the box under the appropriate access level. NCTC recommends that you skip this section and specify access options in the **User Access** section.

The **User Access** section of the page lists all users on the server. If you want a particular user to have either presenter and/or administrator privileges for your room, click in the blank box by their name under the appropriate role. Users who have administrator access automatically receive presenter access. Click the **Save Changes** button at the bottom of the page.



The **Global Access** section of the page allows you to grant *all* users participant level access to your room. If you would like to give all guests (without usernames/ passwords) participant level access to your room, select **Yes** in the “**Permit all guests …**” drop-down menu. All guests will see your room listed in the Lobby.

You should always permit guests access to your room. NCTC will only allow otherwise under special circumstances.



You may notice that some users and groups are marked with [X]. This [X] indicates that a user or group has already been given access to your room, either through the **Global Access** section of the page or through access privileges given by an OpenCampus System Administrator. For instance, if all registered users have been permitted access in the **Global Access** section, all names listed in the **User Access** section will have the [X] for participant level access. To remove the [X] in order to restrict access to certain users, you would need to change the **Global Access** setting, save changes, and then assign specific access through the **User Access** section.

Opening a Room or Archive

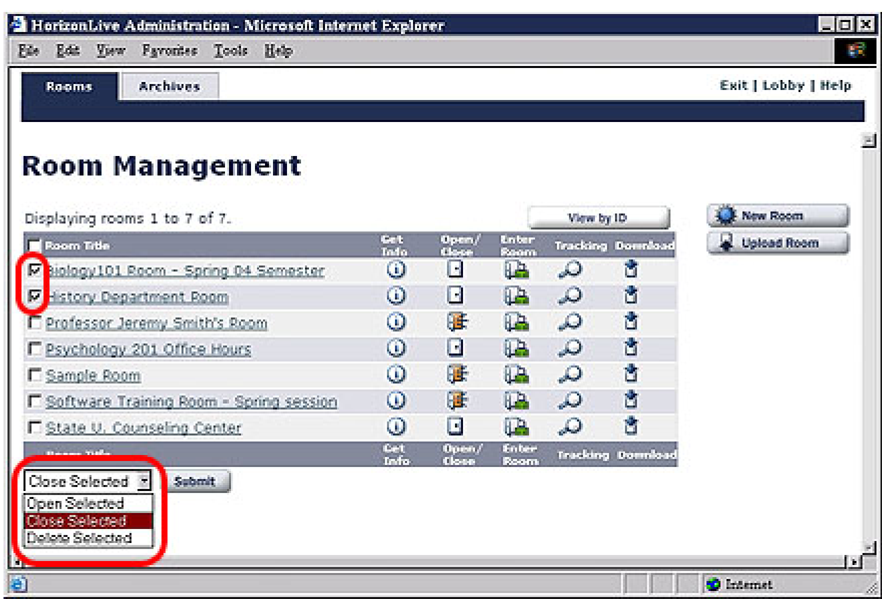
A room or archived presentation does not become available in the OpenCampus Lobby until it is **Open**. By default, a newly created room or archived presentation is **Closed**.

You can easily toggle between the **Open** and **Closed** mode. A button depicting a green arrow and an open door indicates that a room or archived presentation is **Closed**. You can click the button to open the room:

A button depicting a red arrow and a closed door indicates that a room or archived presentation is **Open**. You can click on the button to close the room:

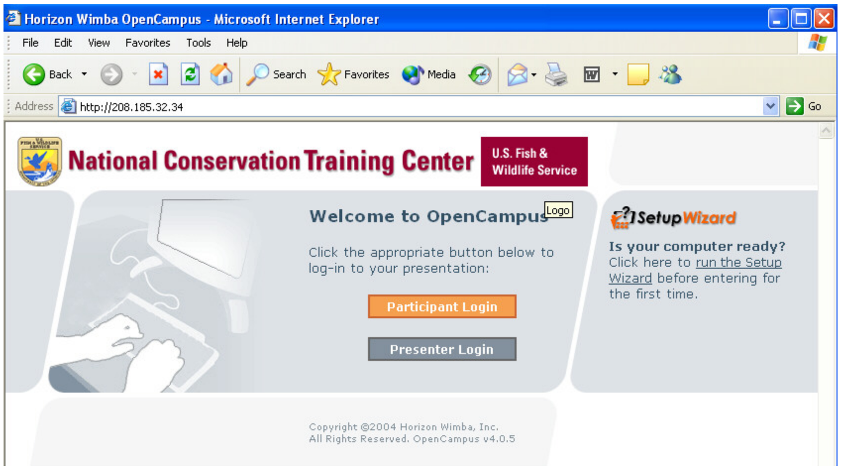
To Change from Open to Closed (or from Closed to Open)

1. To change the open/closed state of a room or archived presentation, click the **Open/Close** button that appears on the right side of any **Modify Room, Room** or **Archive Management** page.
2. To change the state of multiple rooms, click the check boxes to the left of your rooms on the **Room** or **Archive Management** page and select either "**Close Selected**" or "**Open Selected**" in the **Action** drop-down list at the bottom of the page. Then click **Submit**.



Using the Appropriate Wizard

Participants and presenters should run the specific version of the OpenCampus Wizard that tests for the media setting chosen for the room. To obtain the correct Wizard link, go to http://fws.horizonwimba.com and click on “run the Setup Wizard”.



This will take you to a page where four different types of wizards are listed. Everyone who will be participating in a session MUST run the correct wizard and successfully complete it. It’s your responsibility to make sure that your participants know which wizard to run and how to log on to your event.

You’re ready to test out your session now that you have created it.

HorizonWimba has created a few tools you may want to use. There are tutorials and additional documentation on the entire system that you can access. To see these things, you need to go to http://www.horizonwimba.com/opencampus. Once there, a popup window will appear asking for a username and password. You can log into this page with the following login information:

Username: fws
Password: resource

Any questions should be directed to either:

Don_Tollefson@fws.gov 304.876.7487 or
Randy_Robinson@fws.gov 304.876.7450